State of Wisconsin
Department of Natural Resources

Assessment Guide for MRFs and RUs Handling Electronic Wastes, Universal Waste and Used Oil

Section A: Electronic Waste

Discarded household electronics: computers, computer accessories, TVs, printers, FAX machines, DVD players, VCRs and other video players and cell phones

1. Are Electronic Wastes stored on-site? If No, go to Section B.	___ Yes ___ No
2. Do you have documentation showing that electronic wastes have been stored for less than one year?	___ Yes ___ No
3. Are all e-wastes stored in a manner that protects them from weather and breakage?	___ Yes ___ No
4. Are all e-wastes stored so they are secure and inaccessible to the public after hours?	___ Yes ___ No
5. Are the containers of discarded electronics labeled to identify the contents?	___ Yes ___ No
6. Are the facility employees who handle the discarded electronics trained to prevent breakage and how to clean up any breakage that occurs?	___ Yes ___ No
7. Are any of the electronics de-manufactured or disassembled on site?*	___ Yes ___ No
8. Do you know where the electronic wastes are sent for processing or recycling? If yes, list the recycler/s:	___ Yes ___ No

*Demanufacturing or disassembly means to manually break down e-waste into individual components parts for resale or reuse, or to sort for further recycling. Some components generated by demanufacturing or disassembly are universal wastes (e.g., nickel-cadmium or lithium batteries; fluorescent or other mercury-containing lights, switches or relays.) See Section B.

Additional Resources: Managing Electronic Wastes Destined for Recycling, WA–1473

Section B: Universal Waste Standards

Universal Waste rules streamline the requirements for collecting and transporting hazardous waste batteries, certain pesticides, fluorescent and other hazardous waste lamps, mercury containing equipment and antifreeze.

Universal Waste Handler is: a generator of universal waste, or the owner or operator of a facility that receives universal waste from other handlers, accumulates universal waste and sends universal waste to another universal waste handler, destination facility or to a foreign destination. A Universal Waste Handler does not include a person who treats, disposes or recycles universal waste [s. NR 673.09(12)(b), Wis. Adm. Code**].** Persons treating, disposing, recycling, or otherwise processing universal wastes are universal waste destination facilities and are subject to applicable hazardous waste regulations.

1. Batteries, NR 673.02: lead-acid automotive, mercuric-oxide (button, some cylindrical and rectangular), silver-oxide and zinc-air (button), and lithium (9-volt, C, AA, coin, button, rechargeable)

Additional resource: Management of Used Batteries, SHWEC 710.MK.0002

a. Are spent batteries managed on-site? If NO, go to question 2.	___ Yes ___ No
b. Are leaking batteries stored in containers that are closed, structurally sound and leak proof?	___ Yes ___ No
c. Do you have documentation showing that batteries been have stored for less than one year?	___ Yes ___ No
d. Are all batteries or containers of batteries labeled or marked "Waste –", "Used –" or "Universal Waste –" batteries?	___ Yes ___ No

e. Do you know where the batteries are sent for processing or recycling? If yes, list recycler/s	___ Yes ___ No
2. Mercury Containing Devices, Publication WA 1004 and NR 673.04: manometers, switches, thermostats, thermometers, etc.	
a. Are discarded mercury containing devices managed on-site? If NO, go to question 3.	___ Yes ___ No
b. Are leaking mercury containing devices stored in containers that are closed, structurally sound and leak proof?	___ Yes ___ No
c. Do you have documentation showing that these devices have been stored for less than one year?	___ Yes ___ No
d. Are the devices or containers labeled or marked "Waste –", "Used –" or "Universal Waste –" followed by the name of the device?	___ Yes ___ No
e. Do you know where the mercury containing devices sent for processing or recycling If yes, list recycler/s:	Yes ___ No
3. Lamps, NR 673.05: fluorescent, HID, mercury or sodium vapor Additional resource: Safe Lamp and Bulb Management, WA–195	
a. Are discarded lamps managed on-site? If NO, go to question 4.	___ Yes ___ No
b. Are lamps stored in containers that are closed, structurally sound, adequate to prevent breakage and compatible with the contents of the lamps?	___ Yes ___ No
c. Do you have documentation showing that lamps been stored for less than one year?	___ Yes ___ No
d. Are all containers labeled or marked "Waste –", "Used –" or "Universal Waste –" lamps?	___ Yes ___ No
e. Do you know where the lamps are sent for processing or recycling? If yes, list recycler/s:	___ Yes ___ No
4. Antifreeze, Publication WA 356: used engine coolant, propylene or ethylene glycol Additional resource: Managing Used Antifreeze, WA–356	
a. Is used antifreeze managed on-site? If NO, go to Section C.	___ Yes ___ No
b. Is the antifreeze stored in containers that are closed, structurally sound and leak proof?	___ Yes ___ No
c. Do you have documentation showing that antifreeze has been stored for less than one year?	___ Yes ___ No
d. Are containers labeled or marked "Used Antifreeze"?	___ Yes ___ No

e. Do you know where the antifreeze is sent for recycling? If yes, list recycler/s:	___ Yes ___ No

Section C: Used Oil, chapter NR 679

If the MRF or RU operates a used oil collection center, they may accept used oil from household do-it-yourselfers and farmers or companies who self-transport no more than 55 gallons of used oil at any time. The collection activities are subject to the used oil generator requirements in NR 679 subch. C.

Additional resource: Used Oil Management, WA–233

1. Is used oil managed on-site? If NO, stop here.	
2. Are the containers and above-ground tanks labeled with the words "Used Oil"?	___ Yes ___ No
3. Are the containers or tanks in good condition and not leaking?	___ Yes ___ No
4. Are spills cleaned up promptly, and released used oil and other materials managed properly?	___ Yes ___ No
5. Do you know where the used oil is sent for processing or recycling? If yes, list recycler/s:	___ Yes ___ No

Additional comments or concerns about management practices for the above wastes: